

PEOPLE SOFT SKILLS		DURATION	
		SHORT	STANDARD
1	Problem Solving & Decision Making	2 Days	3 Days
2	Effective Interpersonal Skills	2 Days	3 Days
3	Effective Negotiation Skills	2 Days	3 Days
4	Leading and Managing People	2 Days	3 Days
5	Managing Self and Assertiveness	2 Days	3 Days
6	Effective and Productive Manager	2 Days	3 Days
7	Effective and Smart Supervisor	2 Days	3 Days
8	Advanced Negotiation Skills	2 Days	3 Days
9	Retirement Strategy & Planning	2 Days	3 Days
10	How To Conduct Complex Negotiations	2 Days	3 Days
11	Managing Time, Priorities & Stress	2 Days	3 Days
12	Business Communication Skills	2 Days	3 Days
13	How to be assertive	2 Days	3 Days
14	Effective Presentation Skills	2 Days	3 Days
15	Effective Goal Setting	1 Days	2 Days
16	Train the Trainer	2 Days	3 Days
17	Effective self coaching and motivation	2 Days	3 Days
18	Effective Coaching and Mentoring	2 Days	3 Days
19	Service Excellence	2 Days	3 Days
20	Effective Goal Setting	1 Days	2 Days
21	How to influencing others effectively	2 Days	3 Days
22	Motivations topics	2 Sessions	2 Days
23	How to handle difficult people	2 Days	3 Days
24	Effective delegation and teamwork	2 Days	3 Days
25	Effective Team Development	2 Days	3 Days
26	Effective Strategic Thinking for success	2 Days	3 Days
27	Effective Creative Thinking	2 Days	3 Days
28	Effective business communication	2 Days	3 Days
29	How to be a winner	2 Days	3 Days
30	Breakthrough Manager	2 Sessions	2 Days